



## State of Tennessee Department of Children's Services New/Revised Policies and Updates

**TO:** All Department of Children's Services Employees  
**FROM:** Mary Hubbert, Policy Development Coordinator  
Planning and Policy Development  
**DATE:** November 28, 2007

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy 1.3, Communication, Information Sharing and Work Site Meetings, Section C.

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
1.	1.4	<a href="#">Incident Reporting</a>	1	12/01/07	<a href="#">CS-0496, Serious Incident Report</a>	Policy revision: Supersedes DCS 1.4, 06/01/05; Policy revised to remove references to "Incident Reporting Manual for Contract Agencies-DCS Foster Care and CPS" and add references to the new Serious Incident Reporting Web Application. The Incident Reporting Manual for Contract Agencies-DCS Foster Care and CPS – deleted. Major policy review required.

\*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

\*\*Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

\*\*\*If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.